

Date: 07/12/2017

Berwick upon Tweed Town Council Current Year Page 1
Barclays Current A/c

List of Payments made between 01/11/2017 and 07/12/2017

Date Paid	Payee Name	Cheque Number	Amount Paid	Order Number	Invoice Number	Purpose
03/11/2017	Groundwork UK	101702	50.00			grant repayment
03/11/2017	Northern Lab	101704	120.00		2937	IT support
03/11/2017	Crescent Information	101705	180.00	16-130	1924	Leaflet distribution
03/11/2017	Capital Solutions	101706	116.38			photocopies
03/11/2017	J Parkers Ltd	101707	514.80	17-054	104892	spring bulbs
10/11/2017	Arch Commercial	BACS	1255.20		30511/2	office rent
17/11/2017	Printerland	101708	2482.80	17-066/080	314175; 317869; 320909	photocopier purchase
17/11/2017	Printspot	101709	188.16	17-063	5861	photocopying
17/11/2017	Northumberland County Council	101710	7064.20		150313	October salaries
17/11/2017	Morrisons	101711	52.00			Expenses - JB
17/11/2017	Berwick Concert Band	101712	105.00	17-072		Remembrance Day Music
17/11/2017	RBL Poppy Appeal	101713	245.00	17-069		RBL Poppy Appeal
17/11/2017	Adam Douglas Legal LLP	101714	500.00	17-077		Legal search fees
17/11/2017	B Shaw	101715	200.00			Northumbria In Bloom entrance fee
17/11/2017	Viking	101716	44.87	17-082	701347	stationery
01/12/2017	Northern Lab	101718	120.00		2974	monthly IT support
01/12/2017	Andrew Young	101217	600.00	17-062	201301	building survey
01/12/2017	Tweed Landscapes	101719	1785.75	17-056	6749	allotment fencing
01/12/2017	Guild of Mace Bearers	101720	35.00			subscription
01/12/2017	Marc Inglis	101721	100.00	17-083	1708	PA Hire for Christmas Lights switch on
01/12/2017	Martins the Printers	101722	78.00		21993	Berwick in Bloom portfolio printing
01/12/2017	PFL Audio	101723	310.00	17-071	329	PA for Remembrance Day
01/12/2017	Fantasy Prints	101724	45.60	17-040	103846	Autumn Festival signs

Total Payments 16192.76

BA059/17

5. DISPOSAL OF ASSETS

It was **RESOLVED**, after the Town Clerk had introduced his report, that the photocopier should be disposed of as scrap, and that the IT equipment and audio device should be offered to a local voluntary organization.

BA060/17

6. COUNCIL STATIONERY AND DIARIES

The chair introduced the Town Clerk's report, and after a debate, the committee **RESOLVED** that appropriate name badges were a higher priority than stationery, and that councillors who wished to purchase their own business cards should seek advice from the Town Clerk as to the options available to them.

BA061/17

7. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL

It was **RESOLVED** without division to note the schedule of payments.

BA062/17

8. BUDGET MONITORING

After the Town Clerk introduced his report it was **RESOLVED**:

- a) to ask the Town Clerk to produce a further update explaining negative outturns on the half yearly report,
- b) to further explain cost codes 5100 and 5150, and
- c) to provide further analysis of the costs of the Freedom ceremonies.

BA063/17

9. 2018-19 BUDGET

The Town Clerk having provided an update as to the process, it was **RESOLVED** to note the report.

BA064/17

10. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 11 December 2017 at 6.30 pm.

Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.

At this point the Public withdrew.

BA065/17

11. STAFFING REVIEW UPDATE

The Town Clerk provided a preview of the draft report which he intended to present to council, and members broadly welcomed its approach and conclusions.

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BERWICK UPON TWEED TOWN COUNCIL

SERVICE LEVEL AGREEMENT

WITH

NORTHUMBERLAND COUNTY COUNCIL

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Northumberland County Council

1. PURPOSE OF AGREEMENT:

This agreement relates to Northumberland County Council providing additional staff and resource to supplement and further enhance the service supplied by NCC and to improve the overall quality of the environment and public realm in Berwick. These resources will also be available to fulfill BTC responsibilities relating to their assets, e.g. play parks, benches, etc.

2. PARTIES TO THE AGREEMENT:

This agreement is between Berwick upon Tweed Town Council and Northumberland County Council, Neighbourhood Services.

3. LINES OF COMMUNICATION:

All correspondence relating to this agreement will be made in writing either by letter or email. Any verbal communication will be confirmed in writing by the authorised officers of both parties.

4. SERVICE LEVEL AGREEMENT FOR:

4.1 Description of Service:

This agreement lays down the respective obligations and responsibilities of Berwick upon Tweed Town Council and Northumberland County Council, Neighbourhood Services.

4.2 Details of Service:

NCC will provide the resource equivalent to two full time employees to provide 7 day cover, a vehicle for each operative to allow them to work independently as required and the equipment required to fulfil the duties. Where reasonably practicable, NCC will provide specific operatives for the duties under this SLA in order to maintain consistency of staff.

4.3 Locations of the service

The work undertaken will be entirely within the boundaries of Berwick Town Council

4.4 Schedule of Activities:

Core tasks as detailed in Appendix A will be carried out on a scheduled basis. This schedule can be amended during the course of the SLA with the agreement of both parties.

Additional tasks will be carried out at the request of BTC, examples of additional tasks are detailed in Appendix B.

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4.5 Special Notes

- BTC will supply non-standard resources as required i.e. materials paint etc.
- Make all requests for extraordinary work to NCC through the nominated persons.
- All requests for work must be submitted in writing on a Work Request Form along with a BTC requisition number. Requests for work will only be accepted if the appropriate work request form has been submitted by an authorised BTC officer.

4.6 Management of this Service Level Agreement:

This Service Level Agreement between Berwick upon Tweed Town Council and Northumberland County Council, Neighbourhood Services, will be managed as follows: -

NCC RESPONSIBILITIES

- Provide staff with the appropriate training to carry out the duties required.
- Manage and supervise the staff to ensure they fulfil the purpose of this agreement.
- Plan and coordinate the work so that it complements and enhances existing work.
- Provide BTC with a plan of the work for the season.
- Plan requests from BTC for any extraordinary work.
- Develop performance management & reporting arrangements for the project in conjunction with BTC and based on BTC requirements. Meet with BTC regularly to review performance and to discuss and agree the work programme.
- Maintain records of work activity and inspections.
- Respond to any complaints in accordance with NCC's standards and provide details as part of the performance management arrangements.
- NCC will manage holidays, sickness absence and any other capability or disciplinary matters in accordance with NCC policies and procedures.
- NCC will ensure that adequate cover is provided for holiday or sickness to maintain the services.

BTC RESPONSIBILITIES

- BTC will agree to commit to this agreement for a 3 year period.
- Work with NCC to alleviate any complaints.
- Identify any areas that may need special attention.
- Supply non-standard resources required i.e. materials, paint etc.
- Make all requests for extraordinary work to NCC through nominated persons.

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- Agree the format with NCC for the performance management & reporting arrangements for the project.
- Agree a regular schedule of meetings with NCC to discuss and review the work carried out under this agreement.
- At the end of the season, review the overall performance of the scheme with NCC.
- Make the agreed payments to NCC on receipt of invoices as per the invoice terms.

5. SERVICE LEVEL AGREEMENT COSTS:

The charge in 2018-2019 for this Service Level Agreement will be £75,096, as agreed. Payments will be made to NCC in two installments each year with 50% of the charges payable at the start of each financial year and 50% of the charges at the mid point of each financial year, including VAT as appropriate. Costs for subsequent years will be reviewed and agreed prior to the start of each financial year.

6. DURATION OF SERVICE LEVEL AGREEMENT:

This Service Level Agreement is for the 3 year period starting 1st April 2018.

7. AGREEMENT OF SERVICE LEVEL AGREEMENT:

This agreement can be modified by the mutual consent of both parties and will be reviewed every 12 months.

This agreement automatically terminates at the end of the three year contract and there is no provision for early termination once the persons have been engaged.

Signed on behalf of Berwick upon Tweed Town Council:

Signature: _____ Date: _____

Signed on behalf of Northumberland County Council:

Signature: _____ Date: _____

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Appendix A - Core Tasks

Weekdays

- At least two daily visits to Castlegate toilets Monday to Friday to undertake any additional cleansing and re-stocking as required.
- At least one daily visit to all other toilets in the BTC area to undertake any additional cleansing and re-stocking as required.
- Extra Town centre cleansing, mid-day and late afternoon.
- Enhanced weekly cleansing of each Berwick electoral ward.
- Routine check of street furniture (bins, bus shelters and benches) for cleanliness and damage whilst in the vicinity.
- Weekly play park inspections.
- At least twice weekly visits to play parks.

Weekends

- Town centre cleansing on Saturday and Sunday.
- At least one extra visit to all toilets on both days to undertake any additional cleansing and re-stocking as required.

Winter only

- Once weekly visits to play parks.
- Open and cleanse Spittal toilets.

Other work to be programmed with agreement and direction of BTC

- Repair and maintenance of bench and picnic tables.
- Repair and maintenance of planters.
- Installation of new litter bins as needed and on agreement with NCC.

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Appendix B - Additional Requests that may be outside the scope of the SLA or might have to be done at the detriment of the Core tasks

Other Work as appropriate and will only be actioned if requested through the written Work Requests procedure from BTC.

Examples of work that may be requested;

- Removal of graffiti.
- Additional clean and wash litter bins/benches.
- Regular litter picking, visits to identified problem areas to provide an improved response time to these issues.
- Weed and keep tidy flower and shrub beds throughout the summer period.
- Remove weeds from street furniture and channels.
- Supplement weed spraying by additional spot weed spraying as needed.
- Supplement Play Park grass cutting by undertaking additional strimming where required.
- Major repair of defects and maintenance of BTC assets (play park equipment, street furniture).

Report of the Town Clerk

NCC Parking Survey

Background

1. Members will be aware that the County Council has commissioned consultants to undertake car parking studies to investigate the current car parking situation within each of the four main market towns where parking capacity has been identified as a key issue.
2. The consultants are just finalising their reports and NCC expect that they will be circulated to all stakeholders and made available to the public via NCC's web pages during w/c 3 January 2018.
3. Once the reports have been circulated, the next stage of the process will be to arrange stakeholder meetings in each area to discuss the Consultants' findings and recommendations and to seek your feedback on the reports, so that we can determine what approach best meets the particular parking needs of your local community.
4. It is proposed that these meetings will involve Cllr Glen Sanderson, Cabinet Member for Environment and Local Services and senior NCC officers who will meet with representatives of the town council and local County Councillors. NCC will be making separate arrangements to speak to other stakeholders, such as local Chambers of Trade, to take place on a date following the meeting with the town council.
5. Members will be well aware that the issue of parking in Berwick is neither new, nor uncontroversial. The issue for council is whether it wishes to reach a formal position on the outcomes of the survey before members meet with NCC, or to reserve its position until NCC is formally engaged in making a decision.
6. NCC's communications on this topic imply that there will only be one phase of consultation, which will be on the findings and recommendations of the consultants, and not on NCC's formal decision making process which will follow that consultation.
7. Members need to decide, therefore, if they wish the Town Council to meet, once it has received the report and its findings, and decide a corporate position, before individual councillors then get the chance to take part in the consultation. Doing this will delay the likely date of any consultation meeting to some time after council meets on January 22nd 2018.

Recommendation

1. Members are invited to make their preference known to the Town Clerk.

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Business Compliance & Public Safety Unit, Building Control, Alnwick Community Fire Station,

Blackthorn Close, Lionheart Ent Pk, Alnwick, Northumberland NE66 2ER

Telephone: 0345 600 6400 · Fax (01670) 53 4590 · Web: www.northumberland.gov.uk

Berwick-upon-Tweed Town Council
Gareth Davies
Berwick WorkSpace
Boarding School Yard
90/92 Marygate
Berwick-upon-Tweed
Northumberland
TD15 1BN

Your Ref:
Our Ref: 17/02131/SN
Enquiries to: Mrs Michelle Carr
Direct Line: 01670 623838
E-mail: michelle.carr@northumberland.gov.uk
Date: 6th December 2017

Dear Sir,

CONSULTATION ON STREET NAMING AND NUMBERING REQUEST

Application No: 17/02131/SN

Proposal: Street naming for 6 new dwellings

For: Michael Guthrie Devts Ltd

At: Farm Buildings North West Of Camphill, Camphill, Berwick-Upon-Tweed,
Northumberland,

Proposed Address(es):

1-6 King Edward View, Hallidon Hill, Berwick upon Tweed

I refer to the above Street Naming and Numbering application which was received on 6th September 2017.

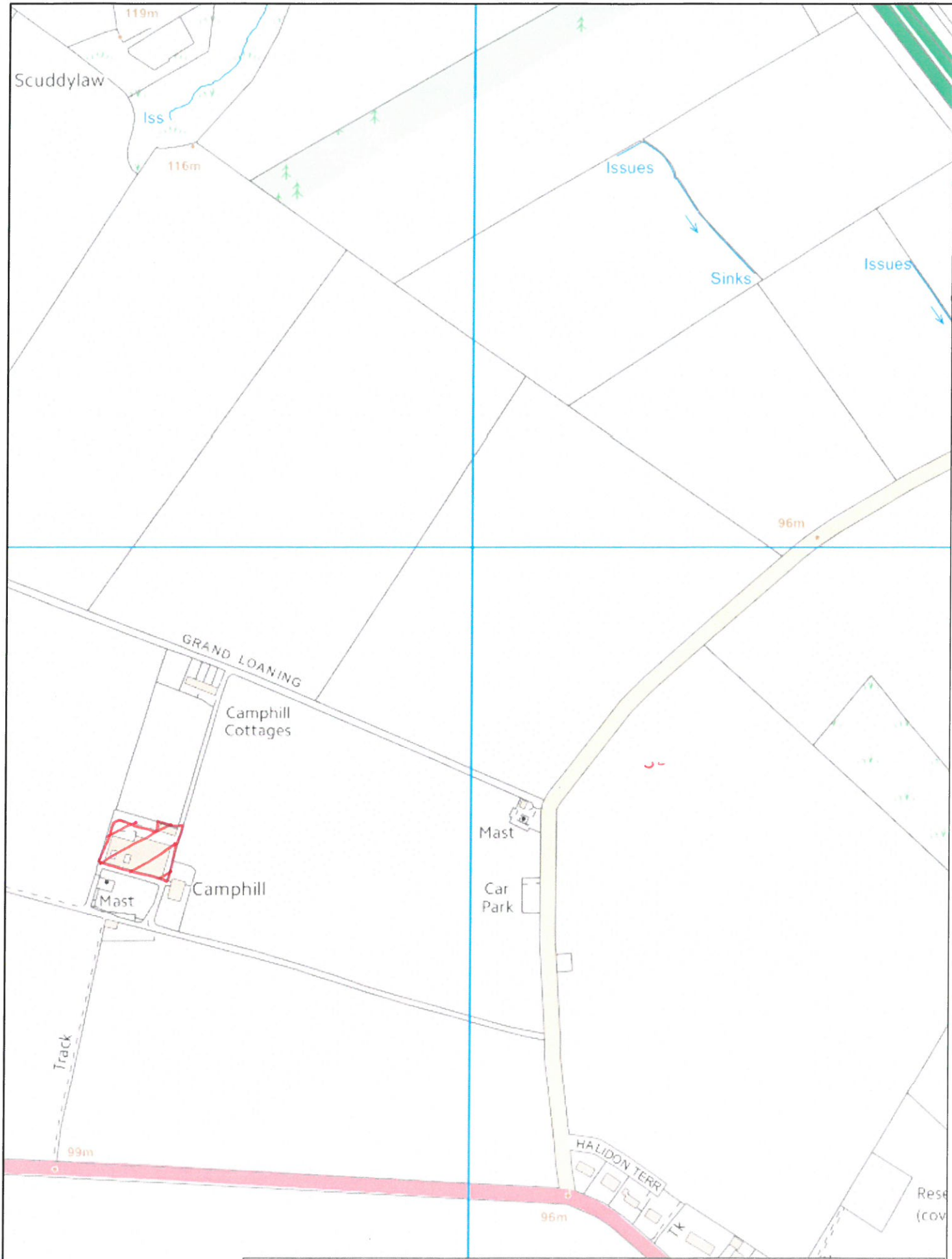
I have attached a location plan for your records and would be grateful if you could provide me with your observations on the proposal within the next 28 days. If you feel the proposals are unsuitable, can you please give details of your objections and alternative suggestions. **If I do not hear from you within 28 days, we will take this as your acceptance.**

If you wish to discuss the progress of this application please contact the Technical Support Team on the above contact details.

Yours faithfully,

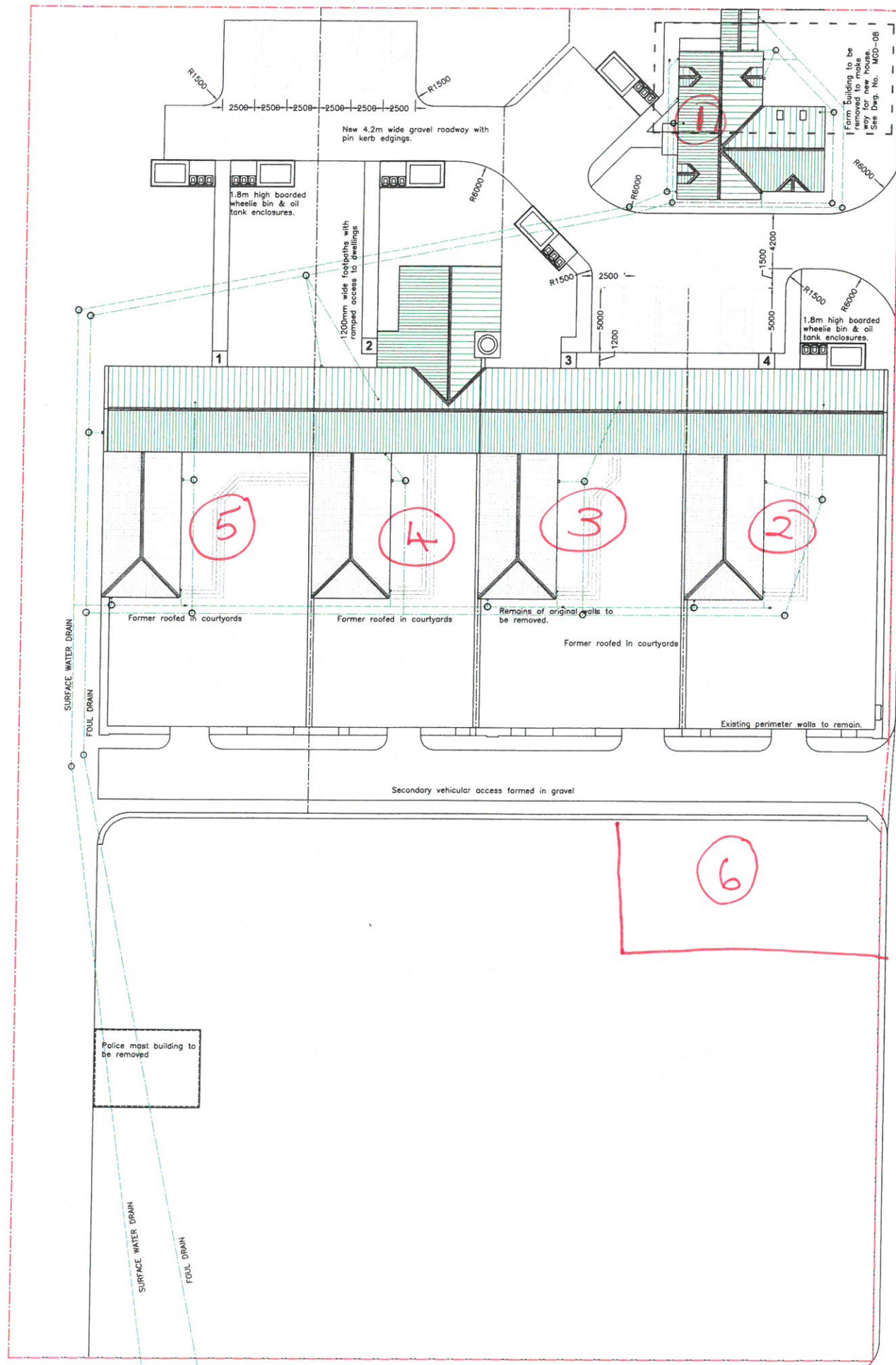


Mrs Michelle Carr
Technical Support (Building Control)



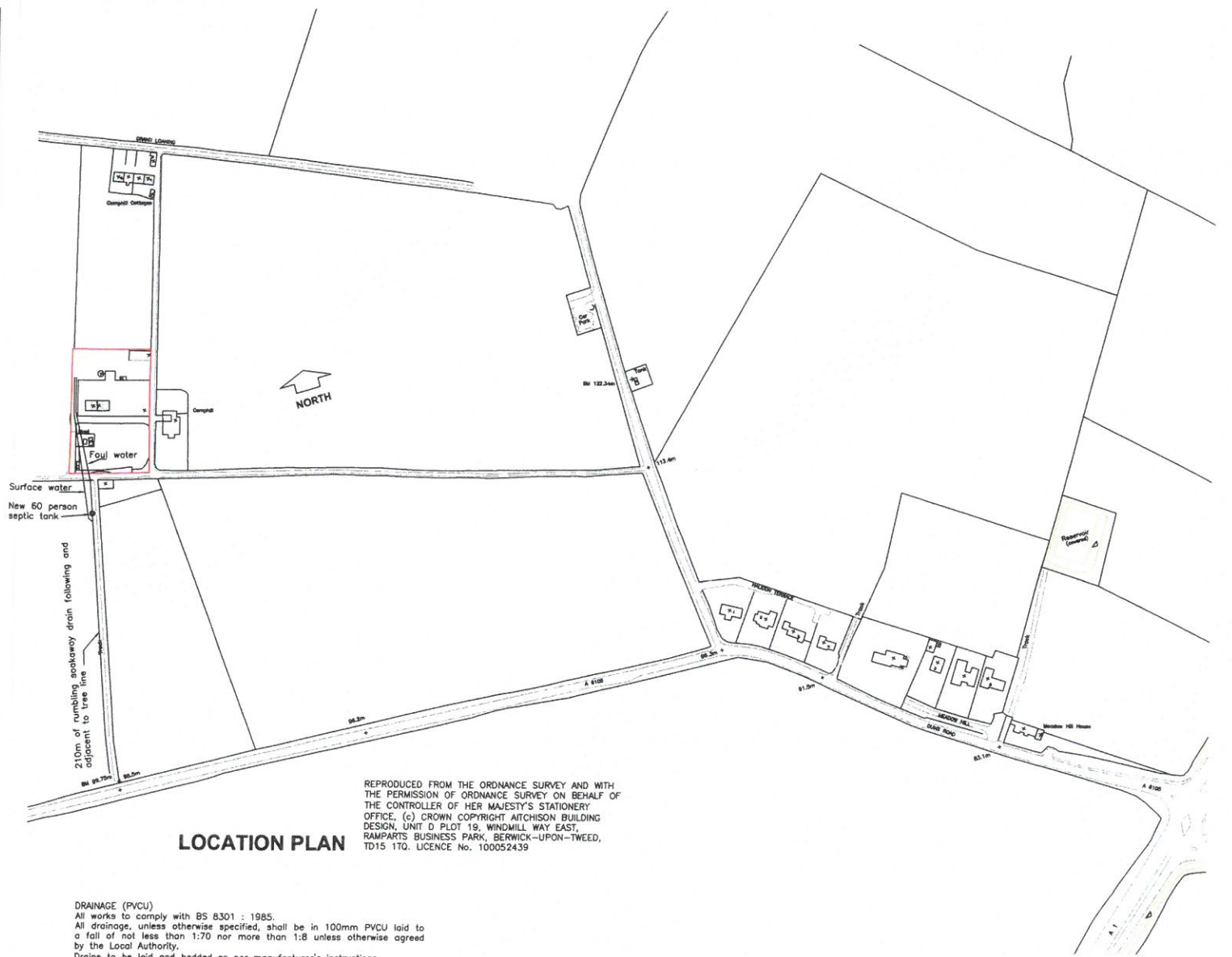
© Crown copyright and database rights [2013] Ordnance Survey [100049048]
© Local Government Information House Limited copyright and database rights [2013] [100049048]

17/02/15



BLOCK PLAN NATIONAL GRID REFERENCE NT 97630 54658

Form access to Northumberland County Council's Highways Department's approval



LOCATION PLAN

DRAINAGE (PVCU)
 All works to comply with BS 8301 : 1985.
 All drainage, unless otherwise specified, shall be in 100mm PVCU laid to a fall of not less than 1:70 nor more than 1:8 unless otherwise agreed by the Local Authority.
 Drains to be laid and bedded as per manufacturer's instructions.
 All drains under buildings, driveway and in close proximity to trees, to be surrounded in 150mm minimum thickness of pea gravel and capped with a 600mm wide concrete paving slab.
 All drains passing through walls shall be above foundation level and not jointed within the wall zone with the wall openings being linteled over.
 All manholes to be constructed in brickwork or constructed with approved prefabricated units all to the manufacturer's instructions and to the Local Authority's approval. Manholes to have cast iron sealed inspection covers.
 Contractor to allow for all trapped gulleys, rodding eyes etc. and the testing of drains, prior to backfilling, to the Local Authority's approval.
 Surface water taken to soakways as shown. Contractor to allow for porosity test and size of soakways to be determined and approved by the Local Authority prior to work commencing on site. General rule of thumb - 1 cubic metre of soakaway per 18 square metres of roof area.
 A preformed septic tank is to be installed as per manufacturer's instructions and of stated capacity. The septic tank is to be sited not less than 15 metres from the dwelling and not more than 30 metres from a roadway or driveway capable of carrying an axle load of 11 tonnes. The effluent discharging to a rubble filled soakaway, unless otherwise specified, through open jointed drains or Hapline subsoil drains laid to manufacturer's instructions. The first 3 metre run of drainage from the septic tank to be of non-porous construction.
 Contractor to allow for a porosity test in the immediate vicinity of soakways.
 Invert level of drains to be 50mm minimum below ground level.
 Minimum diameter of preformed manholes to be 450mm and have a maximum invert of 900mm.
 Manholes over 900mm deep to be constructed in 215mm Class B Engineering brickwork bedded in 1:3 mortar with mass concrete benching. 150mm concrete slab base. Minimum internal dimensions as follows:-
 Invert maximum depth: Minimum size:
 1500mm 1200 x 750mm
 2500mm 1200 x 900mm
 Prefabricated/preformed manholes may be used with the Local Authority approval.
 See drawings for any additional notes.

RUMBLING DRAIN
 Rumbling drain laid to a gradient of 1:200 with 900mm trench width and 2000mm between trenches. Trenches excavated to 600mm minimum below invert of 100mm diameter perforated PVC-U pipe (Not subsoil drain pipes) and backfilled with 50 - 25mm grade clinker, gravel or broken stone fill up to 100mm above crown of pipe and covered with a layer of polythene. Backfill trenches with soil as required.

NOTES:
 All drain tracks and drainage to comply with Part M of the Building Regulations (Scotland).
 Where both foul and surface water drains are running in the same trench the surface water drain is to be at least 150mm higher than the foul.

LABELLING
 A label with the following wording is to be located next to the water stop cock or meters:
 The drainage system from this property discharges to a wastewater treatment plant (or septic tank, as appropriate). The owner is legally responsible for routine maintenance and to ensure that the system complies with any discharge consent issued by SEPA and that it does not present a health hazard or a nuisance.
 The recommended maintenance of the system should also be included.

PROJECT
**CONVERSION OF
 CAMPHILL STEADING
 BERWICK-UPON-TWEED
 TD15 1UU**

CLIENT
MICHAEL GUTHRIE DEVELOPMENTS LTD

TITLE
BLOCK PLAN

SCALE Do not scale DATE 30 JULY 2014
 1/200 DRN BY HARRY SIMMONDS
 1/2500

PROJECT NO. DWG NO.
MGD 05D

REVISIONS
 A: 11/08/14: Extensions modified
 B: 28/08/14: Drainage scheme
 C: 09/09/15: New house enlarged
 D: 30/09/15: Upgrade for B. Regulations

AITCHISON BUILDING DESIGN
 UNIT D PLOT 19, WINDMILL WAY EAST
 RAMPARTS BUSINESS PARK
 BERWICK-UPON-TWEED, TD15 1TU
 TEL: 01289 330751 E-mail: abd@aitchisons.co

17/02/15/15N

**Northumberland County Council
Planning Applications
North Division**

**NOTE: All applications (including plans and comments) can be viewed at
<http://publicaccess.northumberland.gov.uk/online-applications/>**

Examples of issues the local planning authority can normally consider as a material planning consideration:

- Overshadowing;
- Overlooking and loss of privacy;
- Adequate parking and servicing;
- Impact on 'outlook'/sense of enclosure
- Loss of trees;
- Loss of ecological habitats;
- Design and appearance;
- Layout and density of buildings;
- Effect on listed building(s) and conservation areas;
- Access and highways safety;
- Traffic generation;
- Noise and disturbance from the scheme (though not from construction);
- Disturbance from smells;
- Public visual amenity (not loss of private individual's view);
- Flood risk.

Examples of issues the local planning authority cannot normally consider as a material planning consideration:

- Loss of value to private individual property;
- Loss of view;
- Boundary disputes including encroachment of foundations or gutters;
- Private covenants or agreements;
- The applicant's personal conduct or history;
- The applicant's motives;
- Potential profit for the applicant or from the application;
- Private rights to light;
- Private rights of way;
- Damage to property;
- Disruption during any construction phase;
- Loss of trade and competitors;
- Age, health, status, background and work patterns of objector;
- Time taken to do the work;
- Capacity of private drains;
- Building and structural techniques;
- Alcohol or gaming licences.

Application Ref 17/03431/ADE **Date Valid** 30/11/17
Location Proposed Pets At Home, Prince Edward Road,
Tweedmouth, Northumberland. TD15 2EX
Description Additional signage application - Please note : the
application is only for items : 7,9,4 and 5. All other
signs have been approved planning and are in situ.
Case Officer Mrs Esther Ross
Email planningcomments@northumberland.gov.uk

Application Ref 17/04007/FELTPO **Date Valid** 24/11/17
Location Castle Hills, Spring Garden Cottage, Berwick-upon-
Tweed, Northumberland. TD15 1PB
Description Tree Preservation Order: Fell T1 Beech, T2 T3 and
T4 Sycamore, T5 T6 T7 and T8 Beech. All trees
leaning towards path. No proposal to replant.
Case Officer North Area Team
Email planningcomments@northumberland.gov.uk

Application Ref 17/04109/FUL **Date Valid** 28/11/17
Location Coach Park, Chapel Street, Berwick-upon-Tweed,
Northumberland.
Description Change of Use of existing Chapel Street coach park
into a public car park.
Case Officer Mr Jon Sharp
Email planningcomments@northumberland.gov.uk

Application Ref 17/04219/FUL **Date Valid** 08/12/17
Location Morrisons, Loaning Meadows, Berwick-upon-
Tweed. TD15 1UQ
Description Proposed lobby extension to entrance of existing
supermarket.
Case Officer North Area Team
Email planningcomments@northumberland.gov.uk

Application Ref 17/04396/FUL **Date Valid** 07/12/17
Location 38 Hide Hill, Berwick-upon-Tweed. TD15 1AB
Description Proposed conversion on an existing first and second floor office block into six one and two bedroom flats.
Case Officer North Area Team
Email planningcomments@northumberland.gov.uk

Application Ref 17/03899/FUL **Date Valid** 11/12/17
Location Berwick Watchtower, West End, Tweedmouth. TD15 2HE
Description Proposed erection of glazed entrance porch.
Case Officer Miss Stephanie Forster
Email planningcomments@northumberland.gov.uk

Application Ref 17/04313/FUL **Date Valid** 12/12/17
Location Greaves West And Ayre, 1-3 Sandgate, Berwick-upon-Tweed. TD15 1EP
Description Retrospective change of use of former offices to provide four self-contained residential flats. Alteration to / replacement of side windows, recovering of flat roof, installation of two roof windows, removal of internal partitions, installation of acoustic overlay to upper floors, installation of acoustic and fire rated ceilings, installation of thermal linings to external walls, construction of internal partitions, installation of drainage, electrics and plumbing appropriate to the conversion of the property.
Case Officer Mr Jon Sharp
Email planningcomments@northumberland.gov.uk

Application Ref 17/04314/LBC

Date Valid 12/12/17

Location Greaves West And Ayre, 1-3 Sandgate, Berwick-upon-Tweed. TD15 1EP

Description Listed Building Consent for the conversion of former offices to provide four self-contained residential flats. To include alteration to / replacement of side windows, recovering of flat roof, installation of two roof windows, removal of internal partitions, installation of acoustic overlay to upper floors, installation of acoustic and fire rated ceilings, installation of thermal linings to external walls, construction of internal partitions, installation of drainage, electrics and plumbing appropriate to the conversion of the property.

Case Officer Mr Jon Sharp
Email planningcomments@northumberland.gov.uk



Council
Item 15
Appendix I
Monday, 18 December 2017

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
25/11/2016	To review allotment provision	Legislative compliance	TC	Feb 2017	Ongoing Local Services
24/02/2017	Christmas Lights for 2017-2018	To comply with Financial Regs	Cllrs H Bettison, A Gibson & G McLean	March 2017	Ongoing
25/11/2016	Growths and savings 2018/19	Best practice	TC	Sept 2017	
24/02/2017	Future insurance arrangements – Civic Regalia	Best practice	TC	June 2017	Ongoing
24/02/2017	Rationalization of Civic Regalia	Best practice	TC	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	July 2017	
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC	June 2017	
14/03/2017	Future of Berwick Hospital	Future planning of service	TC	July 2017	
17/03/2017	Future of Five Arches Play Area	Future service planning	TC	July 2017	
17/03/2017	Customer feedback / voice of the customer	Service planning / performance management	TC	July 2017	
17/03/2017	Potential land acquisitions / new play facilities	Future service planning	TC		Local Services
17/03/2017	Operation London Bridge	Future service planning	TC / Local stakeholder	July 2017	
17/03/2017	Hoppa Bus future	Future service planning	TC	April 2017	
17/03/2017	Approval of accounts	Statutory obligation	TC	June 2017	
17/03/2017	Receipt of audit report	Statutory obligation	TC	Sept 2017	
27/03/2017	Canadian Pipes and Drums	Event Planning	TC		
28/04/2017	New Grant Scheme	Best practice	TC	July 2017	People and Communities

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
19/05/2017	Annual Report of the Standards Committee	For information	PO	July 2017	
19/05/2017	Hoey Ainscough	Six month update	PO	June 2017	
05/06/2017	Emergency planning / resilience	National incidents	TC	July 2017	
29/06/2017	Green Dog Walkers	Best practice	TC	July 2017	
20/07/2017	NCC Community Chest	Best practice	TC	August 2017	
25/07/2017	Litter	Concerns of resident	TC	August 2017	
25/07/2017	Borderland initiative	Cross-border working	TC	August 2017	
28/07/2017	Berwick Regeneration	Best practice	TC	August 2017	
28/07/2017	Barracks Project	Tender Process	TC	August 2017	
28/07/2017	General Power Of Competence	Best practice	TC	September 2017	
15/09/2017	Communication Plan	Best practice	TC	October 2017	
15/09/2017	Social Media Plan	Best practice	TC	November 2017	
11/09/2017	All Member Briefing on the Budget	Best practice	TC	November 2017	
10/10/2017	Community Led Housing	Benefit the community	TC	November 2017	
27/10/2017	Twinning request	Request received	TC	November 2017	
10/10/2017	Hard To Reach Communities	Equalities Act	TC	December 2017	
15/11/2017	Remembrance Sunday 2018	Event Planning	TC	December 2017	
09/10/2017	Town Council Planning Process – a Guide	Best practice	TC	January 2018	
	Project Reporting	Best practice	TC	January 2018	
16/06/2017	Strategic Plan	Best practice	TC	January 2018	
22/11/2017	Asset Based Community Development	Benefit the community	TC	January 2018	
13/12/2017	General Data Protection Regulations	Best practice	TC	February 2018	
13/09/2017	Open spaces review and strategy	Best practice	TC	2018	
13/09/2017	Play review / strategy	Best practice	TC	2019	

For the attention of Alison Elsdon - Director of Corporate Resources

.....
(Please include Parish / Town Council name)

**PRECEPT REQUIREMENT FROM NORTHUMBERLAND COUNTY
COUNCIL**

Please specify precept requirement for the financial year **2018/2019**

£ _____ **(whole pounds only)**

Signature

Print name in capitals

Office

**Date of Council Meeting
approving Levy**

**Only complete the section below if your Bank/Building Society details
have changed since last year.**

Name of bank/building society

Sort code

Account number

Account name

2018-19 Parish Precepts
Council Tax Information Leaflet
Precepts over £140,000 - Breakdown

Name of Parish Council:

	2017/18	2018/19
	£	£

Management and Support

Recreation & Leisure Services

Environmental Services

Cemeteries

Grants & Subsidies

Other Services

Total Cost (Net)

Less Balances and Grants

Precept

NORTHUMBERLAND

Northumberland County Council

Your Ref:
Our Ref:
Enquiries to: Andy Stewart
Email: Andy.Stewart@northumberland.gov.uk
Direct Line: (01670) 622161

Date: 27th October 2017

Dear Parish / Town Clerk

Local Government Finance Act 1992: Parish Precepts and Council Tax 2018-19

In accordance with the above act, I write to ask you formally for your Council's precept requirement for the financial year 2018-19.

Council colleagues from Highways and Neighbourhood Services will contact Parish and Town councils directly where there are issues relating to special expenses. Special expenses will need to be taken into account when you are setting your precept.

For information and to aid you in the process your indicative 2018-19 tax base is detailed in the attachment. Please note this tax base incorporates a reduction of 1.2% for non-collection.

The tax base is due to be approved by Cabinet on 12 December 2017. If any change is made to the tax base at the meeting of the Cabinet I will inform you in writing by 19 December 2017.

Please enter the total amount of your precept on the enclosed form, which should be signed by an authorised officer of your Council.

The County Council has sought to allow as much flexibility as possible in terms of timescale for this exercise. Although the legislation allows a deadline for notification of the precept of the end of March, given the preparatory work needed I should be grateful if you would return the form by **Monday 29 January 2018**. This allows time for the council tax calculations to be prepared and included in the County Council agenda papers.

If you prefer, a scanned, signed copy of the form can be emailed to: matthew.mason@northumberland.gov.uk

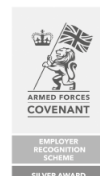
Councils whose precept will exceed **£140,000** are required to provide a breakdown of expenditure and income for inclusion with the Council Tax leaflet for 2018-19 and if this is the case I should be grateful if you would complete and return the attached form, either by post or e-mail.

Daljit Lally, Interim Chief Executive, Northumberland County Council

County Hall, Morpeth, Northumberland, NE61 2EF

(T) 01670 622682 (E) daljit.lally@northumberland.gov.uk

(W) www.northumberland.gov.uk



NORTHUMBERLAND

Northumberland County Council

If the form is returned by 29 January 2018 and the County Council is able to set the Council Tax for your area at its meeting on 21 February, fifty per cent of the precept will be paid by 30 April 2018 and the remainder by 30 September 2018.

If you wish to discuss this matter further please do not hesitate to contact Andy Stewart on (01670) 622161.

Yours sincerely

A Elsdon

Alison Elsdon

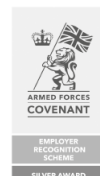
Director of Corporate Resources

Daljit Lally, Interim Chief Executive, Northumberland County Council

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Parish	2018-19 Taxbase in Band D equivalents	2017-18 Taxbase in Band D equivalents	Variance in Band D equivalents	% Variance
North				
Acklington	236.52	227.36	9.16	4.03
Adderstone with Lucker	123.50	125.46	-1.96	-1.56
Akeld (no parish council)	37.88	38.42	-0.54	-1.41
Alnmouth	301.69	303.53	-1.84	-0.61
Alnwick	2,727.39	2,661.06	66.33	2.49
Alwinton	38.64	39.04	-0.40	-1.02
Amble	1,650.94	1,586.42	64.52	4.07
Ancroft	292.59	288.74	3.85	1.33
Bamburgh	318.81	321.93	-3.12	-0.97
Beadnell	536.70	502.79	33.91	6.74
Belford with Middleton	491.06	481.19	9.87	2.05
Berwick-upon-Tweed Town Council	3,321.00	3,289.61	31.39	0.95
Bewick (no parish council)	35.85	36.37	-0.52	-1.43
Biddlestone & Netherton	115.19	116.43	-1.24	-1.07
Bowsden	77.81	75.67	2.14	2.83
Branxton	49.72	47.83	1.89	3.95
Brinkburn & Hesleyhurst	105.55	101.62	3.93	3.87
Carham	131.48	130.88	0.60	0.46
Cartington	45.23	44.31	0.92	2.08
Cheviotside (no parish council)	66.31	67.08	-0.77	-1.15
Cornhill	137.00	134.67	2.33	1.73
Craster	156.18	152.54	3.64	2.39
Cresswell	101.89	96.91	4.98	5.14
Denwick	115.95	147.70	-31.75	-21.50
Doddington	67.74	67.39	0.35	0.52
Duddo	87.39	85.79	1.60	1.87
Earle (no parish council)	30.95	31.15	-0.20	-0.64
Easington (no parish council)	91.22	80.06	11.16	13.94
East Chevington	718.18	718.38	-0.20	-0.03
Edlingham	90.16	90.08	0.08	0.09
Eglingham	180.43	178.34	2.09	1.17
Ellingham	144.59	139.45	5.14	3.69
Elsdon	90.55	94.48	-3.93	-4.16
Embleton	402.16	375.04	27.12	7.23
Ewart (no parish council)	42.81	43.59	-0.78	-1.79
Felton	363.99	356.91	7.08	1.98
Ford	184.81	183.27	1.54	0.84
Glantou	102.35	104.36	-2.01	-1.93
Harbottle	131.89	133.48	-1.59	-1.19
Hartburn	109.38	109.36	0.02	0.02
Hauxley	100.39	100.70	-0.31	-0.31
Hebron	274.27	233.67	40.60	17.37
Hedgeley	167.61	159.74	7.87	4.93
Heppele	76.69	74.60	2.09	2.80
Hepscott	575.91	509.69	66.22	12.99
Hollinghill & Rothley	99.76	99.26	0.50	0.50
Holy Island	114.19	112.15	2.04	1.82
Horncliffe	174.29	171.46	2.83	1.65
Ingram	73.98	73.08	0.90	1.23
Kilham (no parish council)	63.69	63.63	0.06	0.09
Kirknewton	60.98	59.10	1.88	3.18
Kyloe	145.99	144.52	1.47	1.02
Lesbury	469.92	463.97	5.95	1.28
Longframlington	493.68	470.75	22.93	4.87
Longhirst	187.36	186.64	0.72	0.39
Longhorsley	398.19	368.35	29.84	8.10
Longhoughton	560.62	555.69	4.93	0.89
Lowick	220.68	219.16	1.52	0.69
Meldon	134.14	131.69	2.45	1.86
Milfield	63.32	65.84	-2.52	-3.83
Mitford	237.37	236.69	0.68	0.29
Morpeth Town Council	5,035.26	4,917.81	117.45	2.39
Netherwitton	125.70	127.50	-1.80	-1.41
Newton by the Sea	123.59	123.20	0.39	0.32
Newton on the Moor/Swarland	481.92	483.53	-1.61	-0.33

Norham	233.43	228.41	5.02	2.20
North Sunderland	915.27	915.68	-0.41	-0.04
Nunnykirk	70.72	66.69	4.03	6.04
Ord	542.95	537.32	5.63	1.05
Pegswood	849.34	849.53	-0.19	-0.02
Rennington	168.13	158.68	9.45	5.96
Rothbury	874.99	872.23	2.76	0.32
Shilbottle	516.36	522.41	-6.05	-1.16
Shoreswood	41.70	42.45	-0.75	-1.77
Snitter	40.25	40.90	-0.65	-1.59
Stannington	722.49	660.82	61.67	9.33
Thirston	297.50	293.35	4.15	1.41
Thropton	208.33	206.30	2.03	0.98
Tillside	281.83	283.99	-2.16	-0.76
Togston	113.49	111.70	1.79	1.60
Tritlington & West Chevington	135.05	131.71	3.34	2.54
Ulgham	172.68	171.54	1.14	0.66
Wallington	152.04	153.47	-1.43	-0.93
Warkworth	834.15	807.30	26.85	3.33
Whittingham, Callaly & Alnham	287.10	284.43	2.67	0.94
Whitton & Tosson	99.31	99.17	0.14	0.14
Widdrington Station and Stobswood	777.74	781.55	-3.81	-0.49
Widdrington Village	72.43	72.15	0.28	0.39
Wooler	732.15	722.89	9.26	1.28
	33,652.41	32,975.78	676.63	2.05
South East				
Ashington	7,076.32	6,927.26	149.06	2.15
Blyth Town Council	9,437.19	9,193.14	244.05	2.65
Cramlington Town Council	8,013.98	7,965.22	48.76	0.61
East Bedlington	1,980.16	1,966.76	13.40	0.68
Ellington & Linton	843.07	836.43	6.64	0.79
Lynemouth	345.01	352.05	-7.04	-2.00
Newbiggin by the Sea	1,438.30	1,387.14	51.16	3.69
Choppington	2,551.12	2,547.75	3.37	0.13
Seaton Valley	4,710.02	4,657.17	52.85	1.13
West Bedlington	3,081.44	3,026.60	54.84	1.81
	39,476.61	38,859.52	617.09	1.59
West				
Acomb	468.29	468.45	-0.16	-0.03
Allendale	832.67	834.45	-1.78	-0.21
Bardon Mill	177.26	175.89	1.37	0.78
Bavington	40.54	39.84	0.70	1.76
Bellingham	429.49	427.87	1.62	0.38
Belsay	243.17	244.23	-1.06	-0.43
Birtley	81.81	81.56	0.25	0.31
Blanchland	53.58	54.74	-1.16	-2.12
Broomhaugh & Riding	471.69	467.66	4.03	0.86
Broomley & Stocksfield	1,308.30	1,299.79	8.51	0.65
Bywell	190.51	191.99	-1.48	-0.77
Capheaton	75.82	73.72	2.10	2.85
Chollerton	325.28	318.73	6.55	2.06
Coanwood	82.95	80.29	2.66	3.31
Corbridge	1,719.92	1,695.43	24.49	1.44
Corsenside	202.79	205.42	-2.63	-1.28
Falstone	96.41	100.86	-4.45	-4.41
Featherstone	57.71	58.36	-0.65	-1.11
Greenhead	128.99	127.05	1.94	1.53
Haltwhistle Town Council	1,112.30	1,088.19	24.11	2.22
Hartleyburn	45.39	44.09	1.30	2.95
Haydon	732.71	727.23	5.48	0.75
Healey	77.86	75.39	2.47	3.28
Heddon On The Wall	650.14	640.93	9.21	1.44
Hedley	111.03	113.63	-2.60	-2.29
Henshaw	265.29	254.56	10.73	4.22
Hexham Town Council	4,285.75	4,212.96	72.79	1.73
Hexhamshire & District	322.31	322.39	-0.08	-0.02
Horsley	173.34	176.31	-2.97	-1.68
Humshaugh	290.63	293.73	-3.10	-1.06
Kielder	67.31	70.48	-3.17	-4.50
Kirkwhelpington	150.66	147.94	2.72	1.84
Knaresdale with Kirkhaugh	126.16	122.14	4.02	3.29
Matfen	265.13	259.57	5.56	2.14
Melkridge	84.43	80.13	4.30	5.37

Newbrough	204.02	204.83	-0.81	-0.40
Otterburn	238.07	236.93	1.14	0.48
Ovingham	377.01	378.44	-1.43	-0.38
Ovington	205.73	203.41	2.32	1.14
Plenmeller with Whitfield	83.63	83.26	0.37	0.44
Ponteland Town Council	5,583.10	5,555.80	27.30	0.49
Prudhoe Town Council	3,291.28	3,275.55	15.73	0.48
Rochester	117.79	118.07	-0.28	-0.24
Sandhoe	212.15	210.39	1.76	0.84
Shotley Low Quarter	266.87	263.63	3.24	1.23
Simonburn	63.34	65.57	-2.23	-3.40
Slaley	342.22	342.26	-0.04	-0.01
Stamfordham	372.41	376.06	-3.65	-0.97
Tarset with Greystead	135.63	134.27	1.36	1.01
Thirlwall	161.43	162.98	-1.55	-0.95
Wall	212.22	209.48	2.74	1.31
Warden	252.72	254.73	-2.01	-0.79
Wark	258.77	259.08	-0.31	-0.12
West Allen	117.43	116.60	0.83	0.71
Whalton	251.24	249.68	1.56	0.62
Whittington	218.26	214.30	3.96	1.85
Wylam	826.73	821.08	5.65	0.69
	29,539.67	29,312.40	227.27	0.78
	102,668.69	101,147.70	1,520.99	1.50

Hoey Ainscough report - Update to Northumberland County Council Standards Committee

Background

1. Members who served on the council during the period 2013-17 will be aware that Northumberland County Council paid for a report by Hoey Ainscough Associates, looking into the culture and operation of the council.
2. Reports have been received by council on a number of occasions since the report was received in the autumn of 2016, and a number of steps have been taken by council to address the issues arising from the report. It is your Town Clerk's view, endorsed by council, that all the major issues arising from the report have been addressed.
3. The Town Clerk has been invited to attend a meeting of NCC's Standards Committee, who work closely with the County Council's Monitoring Officer with regard to parish and community councils, and the conduct of their elected members. The committee have requested a written report with relation to progress at Berwick Town Council, having previously received verbal updates from the Town Clerk.
4. It is important to note that there is no clear statutory definition of the role being assumed by NCC; the report prepared by Hoey Ainscough went far beyond issues of councillor conduct, and passed comment on issues such as the keeping of records, management of meetings and the quality of decision making. It would be wrong not to note that there has been no shortage, in its history, of reports into the management of the business of Berwick Town Council.
5. The receipt of the Hoey Ainscough report came in close proximity to the appointment of an Interim Town Clerk who is now the permanent Town Clerk. Many of the issues raised in the Hoey Ainscough report were also identified by the new Town Clerk, and have been addressed.
6. Examples are the focus on decisions being made on the basis of written reports to council or committee, and the insistence on minutes being an accurate record of decisions made, not an account of the meeting. It is important not to overlook the substantial progress council has made; an annual audit was successfully completed, and two lawful budgets have now been set, with increasing levels of public consultation and openness. Council is able to conduct its business in public, in an atmosphere where members of the public routinely contribute to debates and via public question time, and where it is increasingly using online consultation tools to bolster its decision making.
7. Similarly, council has moved to a much clearer and more transparent system of accounting, setting aside previous practices that meant substantial sums of income were not reported or accounted for in an appropriate fashion.
8. Nevertheless it would be inappropriate not to record that there is much still to be done. By way of example, a previous investigation into financial management at the council

was well intentioned, and delivered by an individual of considerable standing as an auditor. It is somewhat unfortunate that the result of their work is a set of financial regulations that require the council to set a budget by 31st December, even though NCC's approach to setting the tax base means that council may not know its tax base until 19th December. Similarly, the same regulations require council to have its budget fully profiled, a step that might be appropriate for a medium sized enterprise but which is burdensome, and hard to deliver, for a medium sized parish. However, it is reassuring to be able to report that council has resolved to undertake a review of its financial regulations in order to make them more fit for purpose, and fitting to the size of the organization. This is a good example of continuous improvement as opposed to crisis management.

9. A degree of contextual background is required in any discussion of past difficulties at Berwick Town Council. Many of the features of civil society in Berwick that contributed to previous difficulties remain the same. Local government in Berwick upon Tweed has undergone 10 years of change, with the creation of the Town Council being followed by local government reorganization and the move of Northumberland to unitary governance. Change is continuous, rather than episodic with the move to the North Tyne Combined Authority, complete with an elected mayor, effectively heralding the return of three tier local governance.
10. A short review of one of the key documents for the new combined authority reveals that Berwick was only mentioned once, and in a narrative rather than constructive sense. The feeling that Berwick is overlooked by remote governance structures is still commonplace, and founded in some part on experience. It is hard not to sense that some of the fractious nature of civil society in Berwick in the period 2013-16 was rooted in a justified sense that power was remote, diffuse, and not responsive to the needs of the town. Nevertheless in this, also, there is good news. The Town Council has contributed to the creation of the Berwick Regeneration Commission, a hybrid body made up of county and local councillors, and NHS representatives, intended to give direction and shape to the future of the town. The Town Council is also a supporter and contributor to the Coastal Community Team, and is represented on key regeneration project boards. There are still many outstanding issues, but there is a clear willingness to address areas of concern on the part of the Town Council and NCC.
11. In the area of councillor conduct, all the members in 2016 made a commitment to treat each other with respect, and it is clear that meetings, in general, are better conducted than previously, with the focus on clear agenda management and written reports enabling members to be aware of the structures they are working within.
12. Nevertheless there are still challenges to be met, and councillors are to be provided, in 2018, with refresher training on the Code of Conduct. It is clear that the code, rooted as it is in the Nolan Principles, needs re-framing in terms of examples and analogies that can help councillors understand both when they are acting as councillors, and what they should do. Most councillors know what the Nolan principles say, but find it more difficult to apply them in a fast moving and rapidly changing environment.
13. It is increasingly apparent that the Nolan principles were shaped by an author who did not need, and did not choose, to address the much more volatile environment of social

media within which councillors are expected to operate. The number of voices addressing councillors has multiplied, and councillors need to be more sophisticated than ever before in filtering out those voices, not least because traditional methods of deciding which voices to trust are increasingly unreliable. How should a Town Clerk advise councillors who have been tricked into endorsing fake news on facebook? In some cases we have succeeded, in 2017, in helping councillors withdraw inflammatory statements from social media, and we will continue to do so, but there is a paucity of guidance from both regulators (like Monitoring Officers and Standards Committees) and from the local and national representative bodies.

14. Our ambition, as a council, is not to prevent any Code of Conduct complaints against councillors. This would be, simply, impossible. Our goal is to conduct our business in such a way that disputes will not arise from the conduct of council business per se, and we believe we are moving towards that goal. In an environment where there is a large number of actors, both corporate and individual, it is not always possible to prevent controversy, and may not even be desirable. Controversy can, inevitably, lead to disputes, and strong emotions. To claim that we can prevent such occurrences is wrong, but we are taking every step possible to both minimize the risks and, via training, to make councillors aware of their responsibilities.
15. Similarly, internally, we have addressed past concerns about the support provided to staff by adopting a more robust system of appraisals and staff feedback sessions, and by appointing a line management committee for the Town Clerk to which concerns about relations with councillors and the performance of the clerk's duties can be taken. This is in keeping with the more robust and detailed approach being taken to the council's duties as an employer overall.

Recommendations

1. Members are invited to note the report of the Town Clerk, and
2. Members are invited to renew their commitment to treat each other, the staff of the council and members of the public they meet in the conduct of their duties, with respect.

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Tuesday, 10 October 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Roughead (Chair)
R Bruce
B Douglas
A Forbes
G Smith

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
0 member of the public

OPEN SESSION

There were no members of the public present.

P055/17 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Cllrs A Bowlas, I Dixon, C Lewis and G Thomson.

P056/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday, 12 September 2017 were agreed and signed as a correct record.

P057/17 3. DISCLOSURE OF INTERESTS

Councillor B Douglas declared an interest in Item 6, Applications 17/00180/PREAPP (Former Blackburn And Price Garage, Palace Street East, Berwick-upon-Tweed, Northumberland. TD15 1HN), 17/03269/LBC (Queens Head, 2-6 Sandgate, Berwick-Upon-Tweed. TD15 1EP), 17/03323/RENE (Land South East Of Farm Office, Castle Hills, Berwick-upon-Tweed, Northumberland.)

and 17/03525/FUL (Castle Hills Farm, Castle Hills, Berwick-upon-Tweed, Northumberland. TD15 1PB).

P058/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P059/17

5. LOCAL NEIGHBOURHOOD PLAN

It was noted that updates are provided at meetings of full Council.

P060/17

6. APPLICATIONS FOR PLANNING PERMISSION

17/00180/PREAPP

Change to previous planning approval 13/00471/FUL and amendment to N/06/B/0714. Pre-application advice for changing approval from apartments 7-13 into houses (this area of site is under 1 hectare).

Former Blackburn And Price Garage, Palace Street East, Berwick-upon-Tweed, Northumberland. TD15 1HN

Members had concerns regarding the increase in height, form, scale and mass.

17/03269/LBC

Retrospective listed building consent for replacement of sash windows. Queens Head, 2-6 Sandgate, Berwick-Upon-Tweed. TD15 1EP

No objections.

17/03323/RENE

Retrospective planning application for the addition of 32 solar PV panels positioned in areas of roof outside the area of permitted development.

Land South East Of Farm Office, Castle Hills, Berwick-upon-Tweed, Northumberland.

No objections.

17/03375/ADE

Avertisement Consent: RETROSPECTIVE 2x Pylons.

Tweedmouth Mitsubishi Motors, Tweedmouth Service Station, Tweedside Trading Estate, Tweedmouth. TD15 2XF

No objections.

17/03406/FUL

Proposed demolition of existing detached garage and erection of a new single storey extension to create a new bedroom, en-suite and utility room with a roof terrace above to the side of the house.

2 Main Street, Spittal. TD15 1QY

No objections.

17/03429/FUL

Replacement of sash window units with double glazed slimlite units, installation of velux window to out building roof and re-surface rear yard.

2 Devon Terrace, Berwick-upon-Tweed, Northumberland. TD15 1JE

Members had no objections subject to the Conservation Officers comments.

17/03431/ADE

Additional signage application - Please note: the application is only for items: 7, 9, 4 and 5. All other signs have been approved planning and are in situ.

Proposed Pets At Home, Prince Edward Road, Tweedmouth, Northumberland. TD15 2EX

Members felt that there should be a condition that the signs only be illuminated during hours of business, so therefore would be turned off overnight. This is to protect residential amenity and to prevent light pollution.

17/03478/FUL

Proposed two houses with associates garages, driveways and landscaping.

Land On The East Side Of Cow Road, Spittal, Northumberland.

Members had no opinion on the application. However, they were concerned about the possibility of setting a precedent which could lead to over-development in a rural area. It was hoped that this and any future applications would be subject to Northumberland County Council policy guidelines.

17/03365/COU

Retrospective: Change of use from A3 to mixed use of A3/A5 (Currently operating as restaurant/hot food takeaway).

Wingbox, 13 Woolmarket, Berwick-upon-Tweed, Northumberland. TD15 1DH

Members had no objections on planning grounds. However, they requested that guidance be given to local residents on who they should contact regarding their concerns.

17/03525/FUL

Erection of agricultural building.

**Castle Hills Farm, Castle Hills, Berwick-upon-Tweed, Northumberland.
TD15 1PB**

No objections.

P061/17

7. PLANNING APPLICATION DECISION LIST

The Assistant to the Clerk would obtain and distribute the Decision Notices for Planning Applications 15/03346/FUL and 15/03347/LBC.

The remaining decisions provided in the attachment were noted.

P062/17

8. DATE OF NEXT MEETING

The date of the next meeting would be Wednesday, 15 November 2017 at 6.30 pm.

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Wednesday, 25 October 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	G Roughead (Chair)	A Forbes
	R Bruce	C Lewis
	I Dixon	G Smith
	B Douglas	

IN ATTENDANCE:

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

1 member of the public

OPEN SESSION

There were no contributions during the open session.

P063/17

1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Cllrs A Bowlas and G Thomson.

P064/17

2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday, 10 October 2017 were deferred until the next meeting of the committee.

P065/17

3. DISCLOSURE OF INTERESTS

Councillor B Douglas declared an interest in Item 5, Application 17/03673/OUT (Land South West Of Castle Hills Farm Cottages, Castle Hills, Berwick-upon-Tweed, Northumberland.).

P066/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P067/17

5. APPLICATIONS FOR PLANNING PERMISSION 17/03396/FUL

**Retrospective: Installation of 2 stove flue pipes (excelsior double walled).
2 - 3 And 5 Meantime Workshops, North Greenwich Road, Spittal, Berwick-upon-Tweed, Northumberland. TD15 1RG**

No objections.

17/03523/COU

Change of use from class A1 shop to class A3 cafe.

19 West Street, Berwick-upon-Tweed, Northumberland. TD15 1AS

No objections in principle, subject to approval from the Environmental Health Officer.

17/03524/LBC

Listed Building Consent to remove stud walls, seal off an unnecessary doorway, reopen toilet, remove false ceiling and reopen windows.

19 West Street, Berwick-upon-Tweed, Northumberland. TD15 1AS

No objections.

17/03536/LBC

Listed Building Consent for the installation of a "Railpoint" Interactive customer information screen on Platforms 1 & 2.

Berwick Railway Station, Railway Street, Berwick-upon-Tweed, Northumberland. TD15 1NF

No objections.

17/03551/ADE

Advertisement consent for 2 fascia signs displaying the name and contact details of the restaurant.

William Cowe And Sons, 64 - 66 Bridge Street, Berwick-upon-Tweed, Northumberland. TD15 1AQ

Members had no objection in principle, and would support non-illuminated signs. However, a concern was expressed regarding the large size of the sign, which may protrude on to the highway.

17/03553/FUL

Proposed first floor extension to create a master bedroom and en-suite also a balcony.

1 Seaview Cottages, Spittal, Berwick-upon-Tweed, Northumberland. TD15 2QS

No objections.

17/03577/FUL

Erection of a dwelling house.

Thatch Inn, 45 West End, Tweedmouth. TD15 2HE

No objections.

17/03618/FUL

Proposed development to form light industrial/warehouse unit.

Land South East Of Ord Cottage, Ord Road, Tweedmouth, Northumberland.

No objections.

17/03673/OUT

Outline application with all matters reserved for 8 No. proposed new building plots.

Land South West Of Castle Hills Farm Cottages, Castle Hills, Berwick-upon-Tweed, Northumberland.

No objections.

17/03751/FUL

Repairs, reinstatement of timber sash and case windows/external stone walling-lintels and cills. Internal alterations including the removal of gas fires and reinstatement of fireplaces and surrounds, removal of stud walling and re-arrangement of floor layouts. Alterations to attic bedrooms 6 and 7 and construction of dormer window.

15 Quay Walls, Berwick-upon-Tweed, Northumberland. TD15 1HB

No objections.

17/03752/LBC

Listed Building Consent for repairs, reinstatement of timber sash and case windows/external stone walling-lintels and cills. Internal alterations including the removal of gas fires and reinstatement of fireplaces and surrounds, removal of stud walling and re-arrangement of floor layouts. Alterations to attic bedrooms 6 and 7 and construction of dormer window. 15 Quay Walls, Berwick-upon-Tweed, Northumberland. TD15 1HB

No objections.

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6. DATE OF NEXT MEETING

The date of the next meeting would be Wednesday, 15 November 2017 at 6.30 pm.